

Committee Report to the Board Template



[X] Committee Report to the Board
[Month, Year]

Committee Members

[Name, institution, location, *Chair*]

[Name, institution, location, member]

[Name, institution, location, member]

[Date, Time, and Location of Committee Meeting]

[Provide simple documentation of any meetings of the committee or subset of the committee, in whatever mode and format, e.g., in person, conference call, etc.]

Attendance at Committee Meeting(s) since Last Report

[List who attended, in full and in part, and who did not attend.]

Narrative

[Provide a brief summary of the committee's work this year and any comments you have. This is also the place for whatever descriptive report you are used to presenting.]

Issues

[In bullet format, identify what the committee focused on in the agenda meeting and what the committee accomplished in the past year. Also note what you did not accomplish that you had hoped to.]

Agenda Meeting Focus

-
-
-

Accomplishments

-
-

Goals Not Yet Met

-
-

Near-Term Plans

[In bullet form, outline the committee's near-term actions and plans as well as what will count as success.]

Formal Motions to the Board (Optional)

[If you are presenting a formal motion for Board consideration at the upcoming Board Meeting, you should first discuss it with your staff liaison.

State the motion here, using the following format:

The xxx Committee recommends that: . . .

If you will not be present at the Board Meeting, attach a sheet explaining the motion and why your committee supports it.

N.B. Formal motions to the Board are specific policy recommendations that require formal Board action. These are relatively infrequent, since each committee has a Board charge to govern its actions. For less formal recommendations, see below.]

Informal Recommendation(s) (Optional)

[An opportunity to make recommendations, suggestions, and comments to the Board and Executive Director]

Respectfully Submitted,

[XXXX, Chair]